

Resume Building: The College Experience Converter

You may have trouble thinking of ways to express your qualifications when it comes to writing your resume and cover letter, or you may feel as if you do not have enough experience to list. However, most college students minimize the significance of their academic and extracurricular activities. Although your campus experience may not seem directly related to the skills you'd list on a resume, you can extract valuable qualifications to mention in your resume or during a job interview if you really put your mind to it.

For example:

Do you participate in a sports club or work at the campus newspaper? If so, do you exhibit leadership skills or that coveted “team player” attitude?

Did you learn valuable research or presentation skills for big class project?

Did you help organize a club or a campus social event?

Think of your most memorable campus activities thus far and what you gained from each one. You can then list those skills and qualifications on your resume.

Class or Extracurricular Activity	Why did you like it?	Skill You Used
1.		
2.		
3.		
4.		
5.		

